

Kentucky Youth Empowerment System

Grant Application Packet

KENTUCKY YOUTH EMPOWERMENT SYSTEM:

The Youth Empowerment System (Y.E.S.) Steering Committee seeks to promote the prevention of alcohol, tobacco, and other drug abuse in Kentucky. The Y.E.S. Steering committee is dedicated to empowering youth groups by directing and evaluating funding proposals whose plans are to implement strategies that focus on the prevention of ATOD use and abuse. In support of this mission, the Y.E.S. Steering Committee has earmarked funds for a competitive mini-grants program. Funds are available through the Division of Behavioral Health (DBH).

WHO MAY APPLY:

Any youth group interested in implementing youth-led alcohol, tobacco, and other drug prevention activities are invited to apply. All applicants must have an adult sponsor who will assist in ensuring compliance of grant guidelines and must work in collaboration with their Regional Prevention Center (RPC). Organizations are eligible to apply for the full year. Youth groups need not have been previously funded by Y.E.S. to be eligible to apply. Please note for funding purposes Y.E.S. considers “youth” to be individuals of high school age (grades 9-12).

DOCUMENTATION REQUIREMENTS:

All application information must be typed. All pages must be numbered with the submitting group's name in the footer. Pages must be one-sided and the font not less than 12 pt. The original application must be mailed, faxed, e-mailed, scanned or delivered to your RPC.

- All parts of the mini-grant application must be received by the RPC representative by the due date on the grant application.
- **NO LATE SUBMISSIONS WILL BE REVIEWED**
- If the RPC YES representative fails to notice a disqualifying error prior to the official committee grant review, **that mini-grant application WILL NOT BE REVIEWED.**
- **If a mini-grant application is missing required components, No time extensions OF ANY KIND will be awarded and the grant will be disqualified.**

FORMAT INSTRUCTIONS:

In this document if you fill up the box keep typing and the text will automatically wrap. If you need another row in a chart please see the Table tab at the top of the menu and follow instructions for adding additional rows.

AWARD AMOUNTS:

Grants will be awarded in amounts of \$1,200.00 or less per year to include administrative fees not to exceed 10% of the subtotal request. Alternative Activity Expense related items cannot exceed 50% of subtotal. If the Alternative activity budget exceeds 50% of the subtotal if the grant is awarded, funds will be reduced to reflect the maximum of 50%. Sponsor may apply for a \$100 stipend. (Please see Sponsor Stipend Agreement Section.)

All grant funds are issued on a reimbursement basis through your fiscal agent, (Community Mental Health Services Center, CMHC).

FUNDING CYCLE:

Grant Release:	January 30, 2015
Applications due to RPC:	March 25, 2015
Application Review Date by YES Steering Committee:	April 1, 2015
Award Notifications:	On or about August 1, 2015
Mid-year report due to RPC:	January 13, 2016
Final Progress Report:	June 1, 2016
Reimbursement Request Due:	June 1, 2016

SPONSOR STIPEND AGREEMENT SECTION:

The sponsor will provide the Y.E.S. Coordinator and the Regional Prevention Center with the following items:

1. Sign-in sheets for meetings.
2. Group activity documentation (newspaper clippings, pictures, etc.).
3. Notice of all youth meetings related to the Y.E.S. grant.
4. Final report in May.
5. Receipts for all expenditures.
6. List of core Y.E.S. group members.

Compliance with the above listed requirements will ensure allocation of stipend to the YES funded sponsor. Noncompliance with any of the above listed requirements will result in forfeiture of stipend funds to the YES steering committee and will be reallocated as appropriate.

HOW TO APPLY:

1. Review the entire packet prior to beginning your application.
2. Contact your Regional Prevention Center (Appendix II) as they can assist you with this application.
3. Complete all sections of the enclosed application.
4. **The original application must be mailed, faxed, e-mailed, scanned or delivered to your Regional Prevention Center. (Appendix II).**

SCREENING CRITERIA:

Proposals will be screened based on the following criteria:

1. Did the applicant fully complete the application?
2. Attached scoring matrix. (Appendix III)
3. **Please note: Only youth led activities will be funded.**

The Y.E.S. Steering Committee will **NOT** fund:

- Award amounts that exceed funding limit. A grant will not be scored or funded if the requested amount exceeds \$1,200.
- Any activity not directly led by youth.
- Items and activities not related to the CSAP Six Strategies (See Appendix I)

Contact your Regional Prevention Center (RPC) for additional questions. (Appendix II)

BUDGET RESTRICTIONS:

Commodity items, such as but not limited to, t-shirts, bracelets, koozies, lanyards, balloons, pencils, and pens must be part of a comprehensive plan and clearly related to goals, objectives and activities.

Commodity items CANNOT exceed 20% of the sub-total.

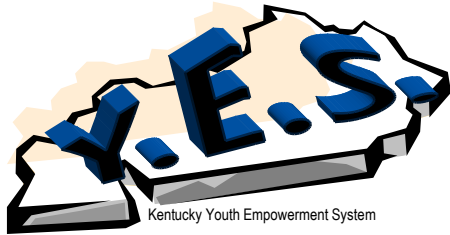
Budget requests for food must indicate the type of strategy the food will support, such as roll call, fifth quarter, etc. Budget requests for food that support an alternative activity such as fifth quarter, ARE to be included in the calculations of the total cost of alternative activity(ies) which CAN NOT exceed 50% of the total budget request.

Food CAN NOT exceed 50% of the sub-total.

Any deviation of a funded and approved project MUST be submitted to your RPC for approval prior to any modifications taking place.

BELOW ARE EXAMPLES OF ITEMS THAT WILL NOT BE FUNDED:

- ✳ inflatable
- ✳ rock walls
- ✳ multiple applications for the same event
- ✳ bullet proof vests
- ✳ bullet proof vests for canines
- ✳ building renovations
- ✳ park renovations
- ✳ toiletry items are only eligible when purchased as a part of a **research-based program**, such as the Drug Endangered Children Program
- ✳ home drug testing kit
- ✳ furniture
- ✳ landscaping
- ✳ weapons
- ✳ vehicles
- ✳ substitute teachers



For Office Use Only:
 Grant Number: _____
 Amount Received: _____
 Justification: _____

Kentucky Youth Empowerment System Grant Application Packet (2015-2016)

YES GRANT APPLICATION COVER PAGE Completion of Cover Page 5 points					
NAME OF APPLICANT/GROUP:					
SPONSOR/CONTACT & TITLE:					
STREET ADDRESS:					
CITY, STATE, ZIP:					
PHONE:		EMAIL:			
FAX:					
PROJECT TITLE:					
AMOUNT REQUESTED: (Must match Budget Page)					
STRATEGY ADDRESSED: (Check all that applies: Refer to Appendix I for descriptions.)		<input type="checkbox"/> Educational Programs			
		<input type="checkbox"/> Information Dissemination			
		<input type="checkbox"/> Community-based Process			
		<input type="checkbox"/> Alternative Service Activities (Only 50% of subtotal allowed)			
		<input type="checkbox"/> Environmental Strategies (3 bonus points)			
<input type="checkbox"/> Identification and Referral					
Please summarize your ATOD PROJECT with maximum of 2 sentences					
REGION NUMBER:		RPC:			
SIGNATURE OF CONTACT/SPONSOR:				DATE:	
*****FOR REGIONAL PREVENTION CENTERS USE ONLY*****: Is the YES applicant currently receiving YES funding? _____ Yes _____ No If so, was all the funding spent? _____ Yes _____ No					
SIGNATURE OF RPC Y.E.S. REP: (signature indicates review of RPC checklist)				DATE:	
SIGNATURE OF RPC DIRECTOR:				DATE:	

GROUP ASSESSMENT

What substance abuse problem in your community are you attempting to address in applying for this grant?

5 points

Please list data and cite sources regarding the ATOD problem indicated above. *See Data warehouse for more information:*
<http://sig.reachoflouisville.com/>

Data examples include:

- KIP data
- Survey data
- Police Reports
- Media Reports and/or Newspaper Articles

15 points

<p>Project Narrative:</p> <ul style="list-style-type: none"> • Explain the proposed project and activities to be carried out. • Explain how youth will lead the initiative. Indicate the number of students implementing the proposed project. • Indicate the community, county, school, etc. where each activity will occur (there may be more than one activity location). • Indicate the number of students participating in the proposed project. • Indicate Strategy(ies) addressed in application: Educational Programs, Information Dissemination, Community Based Process, Alternative Service Activities, Environmental Strategies, and/or Identification and Referral. <p>15 points</p>	
<p>Collaborative Partners: List any collaborative partner and explain involvement with proposed project. (Examples: Health Department, Regional Prevention Center, Boys & Girls Club, FRYSC, etc.) Please note: all applications should include your Regional Prevention Center as a partner.</p> <p>2 points</p>	

SHORT TERM GOALS, OBJECTIVES, AND RELATED ACTIVITIES

Based on the strategy(ies) selected, write no more than one short-term goal, at least one objective per goal, and at least one activity per objective. Under the evaluation methods for each strategy, please indicate how you plan to show your objective has been accomplished. (Documentation will be required for reimbursement.) For example, please see Appendix III.

Goal What is the overall change your project is hoping to accomplish? 10 points			
Objective(s) Must be specific, measurable, time-sensitive, contribute to achieving goal(s), and reflect all planned activities 10 points			
Activity(ies) What are the steps necessary to effectively achieve your objective? 10 points	Activity (please list each activity separately below)		Anticipated Date of Completion
	1A		
	1B		
	1C		
	1D		
	1E		
	1F		
	1G		
	1H		
	1I		
	1J		
	1K		

Evaluation Method How do you know your activities were completed and that your objective was met? (Examples include Pre/Post test, sign in sheets, minutes, articles, etc.) 10 points	1	
	2	
	3	
	4	
	5.	
	6.	

BUDGET JUSTIFICATION		
<p>Complete the line item budget below. The budget must be complete, allowable, justified, and clearly related to project goal(s), objective(s), and activity(ies). Please refer to Award Amounts and Budget Restrictions (pages 2 & 4) for restrictions in each category. Remember that funds must be used to implement the selected strategies. Items request on the budget MUST be documented throughout the grant proposal.</p>		
Activity	DESCRIPTION/CALCULATION	TOTAL
<i>Example: Conference Registration</i>	<i>Example: HOT conference: 12 students @ \$20 each</i>	<i>Example: \$240.00</i>
Food for after school meetings		
Materials and supplies for prevention campaigns		
Newspaper advertisements		
T-shirts for SADD Club members to wear when working a planned SADD/YES activity or event		
Alternative Activity expenses cannot EXCEED 50% of subtotal		
	SUBTOTAL:	
ADMINISTRATION FEES <i>(not to exceed 10% of subtotal request)</i> Your Regional Prevention Center Administration Fee is: 10% of the subtotal The Community Mental Health Centers will be the fiscal agent and the Administration Fee is based on your CMHC fees. Example: Subtotal of request equals \$1,000, then Administration fees would be \$100.00		
TOTAL AMOUNT REQUESTED: Subtotal + Administration Fee = Total Amount Requested. *Note: Total amount requested cannot exceed \$1,200.00		
Completed & Correct Budget Justification Page worth 20 points (A deduction of 50% of the 20 available points will be subtracted if the budget page has a mathematical error and/or if alternative activities exceed 50% of subtotal).		

Appendix I: Strategy Explanation Page:

1) Information Dissemination:

Information dissemination provides awareness and knowledge of the nature and extent of substance abuse and addiction and its effects on individuals, families, and communities. The strategy is also intended to increase knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two. (CSAP Strategy Definition)

Examples: Materials development, materials dissemination, media messages, media campaign activities, speaking engagements and other brief educational programs.

2) Educational Programs:

Substance abuse prevention education involves two-way communication and is distinguished from the Information Dissemination strategy by the fact that interaction between the educator/facilitator and the participants is the basis of its components. Services under this strategy aim to affect critical life skills, alcohol, tobacco, and other drug choices, attitudes, decision-making, and refusal skills. These strategies differ from training in that they are commercially developed and published curricula or “courses”. (CSAP Strategy Definition)

3) Community-Based Processes:

Community-based process strategies aim to enhance the ability of the community to more effectively provide prevention, intervention, and treatment services for substance abuse. (CSAP Strategy Definition)

Examples: Formal community team formation, formal community team meetings, formal community team activities, community needs assessment, strategic planning, community training, accessing services and funding, establishing an ongoing prevention activity, marketing, and research or evaluation activities.

4) Alternative Service Activities:

Alternative strategies provide for the participation of target populations in activities that deliberately exclude substance use. The assumption is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by alcohol, tobacco, and other drugs, and would therefore minimize or alleviate the need to use these substances. (CSAP Strategy Definition)

Activities may be single, such as drug-free parties or dances, or recurring, such as after school programs, mentoring sessions or support group meetings provided to a specific group of participants.

This also includes community service events. These are events or activities intended to prevent substance abuse through involving people in community services.

5) Problem Identification and Referral:

Identification of problems and referral to services determines when the behavior of persons who are at high risk or who may have started using alcohol, tobacco, or drugs can be reversed through education or other intensive interventions.

6) Environmental Strategies:

Excerpts from the Substance Abuse and Mental Health Services Administration (SAMHSA) Prevention Enhancement Protocol System (PEPS).

YOUTH EMPOWERMENT SYSTEM APPLICATION:

There are a number of advantages when implementing environmental prevention strategies. Environmental strategies complement individual strategies. Compared to individual strategies that attempt to change one person at a time, strategies focused on the environment have a broader reach. Efforts targeting the environment also yield more substantial effects, offering the opportunity to produce larger reductions in risk by creating conditions that support reduced underage access. Many environmental strategies have, in fact, shown substantially reduced consumption. Additionally, if environmental change is successful, these strategies have the potential for long-term, as well as short-term effectiveness.

The Substance Abuse and Mental Health Services Administration outlines a number of effective environmental strategies in the Prevention Enhancement Protocols System (PEPS) “Reducing Tobacco Use among Youth: Community-Based Approaches.” These strategies include:

Approach 1: Economic Interventions. The economic intervention approach primarily involves raising the price of tobacco and alcohol through increased taxes.

Approach 2: Counter-advertising. The goal of counter-advertising is to change perceived norms regarding ATOD use among youth.

Approach 3: Retailer-Directed Interventions. Retailer-directed interventions can be divided into three clusters – merchant and community education about adolescent ATOD use and underage sales laws, enactment of laws prohibiting sales to minors, and consistent enforcement of laws addressing underage sales combined with merchant and community education.

Cluster 1: Merchant and community education about adolescent ATOD use and underage sales laws

Cluster 2: Enactment of laws to prohibit tobacco and alcohol sales to minors.

Cluster 3: Enforcement of laws prohibiting tobacco and alcohol sales to minors plus merchant and community education about adolescent tobacco and alcohol use and the laws prohibiting tobacco and alcohol sales to adolescents.

Approach 4: Multi-component School-Linked Community Approaches. This approach involves mobilization of the community through school-based programs. Although parent involvement and media intervention is considered individual strategies and only the results of student anti-tobacco and alcohol activism are considered environmental, these approaches merit mention. Components include:

Media Intervention. Adding media-based interventions to a school-based prevention program should increase its effectiveness.

Student Anti-tobacco and Anti-Alcohol Activism. Student anti-tobacco/alcohol activism is participation in planned and structured activities that raise awareness, provide education, or prompt social changes relating to underage tobacco and alcohol sales and use. Resulting social changes could be environmental in nature.

Approach 5: Tobacco-Free and Alcohol-Free Environment Policies. Tobacco/Alcohol-free environment policies are designed to create and maintain environments that are free of tobacco and/or alcohol use and youth possession.

Approach 6: Restriction of Advertising and Promotion. This approach seeks to reduce youth exposure to tobacco and alcohol promotion and advertisements and decrease pro-tobacco and pro-alcohol influence.

These six approaches were selected using evidence-based methodology and provide lessons learned from research and practice. Prevention planners and practitioners, community coalitions and volunteers, and other advocates can utilize this information to select, plan, and implement prevention interventions. A systematic approach to implementing environmental interventions can help community groups achieve desired goals. Four sequential process activities will result in desired outcomes: needs assessment, goals and objectives, program/strategy implementation plan, and evaluation.

Appendix II: Regional Prevention Center Contact Information:

Four Rivers RPC 01 425 Broadway, Suite 202 Paducah, KY 42001 (270) 442-8039; fax (270) 442-5729 Serves: Ballard, Calloway, Carlisle, Graves, Hickman, Fulton, Livingston, Marshall, and McCracken	Comprehend RPC 08 731 Kenton Station Road Maysville, KY 41056 RPC (606) 759-7799; fax (606) 759-7609 Serves: Bracken, Robertson, Mason, Fleming, and Lewis
Pennyroyal RPC 02 607 Hammond Plaza Hopkinsville, KY 42240 (270) 886-0486; fax (270) 890-1790 Serves: Crittenden, Lyon, Caldwell, Hopkins, Muhlenberg, Trigg, Christian, and Todd	Pathways RPC 09-10 P.O. Box 790 1212 Bath Ave, 9th Floor Ashland, KY 41105-0790 (606) 329-8588; fax (606) 324-9501 Serves: Greenup, Boyd, Carter, Lawrence, Elliott, Rowan, Morgan, Menifee, Bath, and Montgomery
River Valley RPC 03 1100 Walnut St. P.O. Box 1637 Owensboro, KY 42302 (270) 689-6567; fax (270) 689-6677 Serves: Union, Webster, Henderson, Daviess, McLean, Ohio, and Hancock	Mountain RPC 11 173 N. Lake Drive Prestonsburg, KY 41653 (606) 889-0328; fax (606) 889-6427 Serves: Pike, Floyd, Magoffin, Johnson, and Martin
LifeSkills RPC 04 Ext. 1277 P O Box 6499, 380 Suwannee Trail Bowling Green, KY 42102-6499 (270) 901-5000, ext. 1144; fax (270) 842-6553 Serves: Logan, Butler, Edmonson, Warren, Simpson, Allen, Barren, Hart, Metcalfe, and Monroe	Kentucky River RPC 12 79 Little Grapevine Creek Rd. Hazard, KY 41701 (606) 436-4124; fax (606) 436-0122 Serves: Letcher, Leslie, Perry, Knott, Breathitt, Owsley, Lee, and Wolfe
Communicare RPC 05 1311 N. Dixie Avenue, Bldg. A Elizabethtown, KY 42701 (270) 765-5992; fax (270) 737-2293 Serves: Breckinridge, Grayson, Hardin, Meade, Larue, Nelson, Washington, and Marion	Cumberland River RPC 13 223 S. Cherry St. Pineville, KY 40977 (606) 337-2010; fax (606) 337-2210 Serves: Harlan, Bell, Whitley, Knox, Laurel, Clay, Jackson, and Rockcastle
Seven Counties RPC 06 101 W. Muhammad Ali Blvd. Louisville, KY 40202 (502) 589-8600; fax (502) 589-8925 Serves: Bullitt, Jefferson, Spencer, Shelby, Oldham, Henry, and Trimble	Adanta RPC 14 259 Parkers Mill Road Somerset, KY 42501 (606) 679-9425; fax (606) 679-3095 Serves: McCreary, Wayne, Clinton, Cumberland, Adair, Russell, Pulaski, Casey, Taylor, and Green
Northkey RPC 07 503 Farrell Dr. Covington, KY 41011 (859) 283-0952; fax (859) 283-9438 Serves: Carroll, Owen, Gallatin, Grant, Pendleton, Campbell, Kenton, and Boone	Bluegrass RPC 15 P.O. Box 13670 1351 Newtown Pike, Building 3 Lexington, KY 40583-6370 (859) 225-3296; fax (859) 254-2412 Serves: Fayette, Bourbon, Harrison, Scott, Franklin, Jessamine, Madison, Clark, Nicholas, Powell, Estill, Woodford, Anderson, Mercer, Boyle, Lincoln, and Garrard

Appendix III: YES Grant Application Score Matrix

Summary of Available Scoring Matrix		Maximum Score Possible
1.	Cover Page completed	5
2.	Substance(s) Being Addressed	5
3.	Data Supporting Problem	15
4.	Project Narrative	15
5.	Collaborative Partners	2
6.	Goal	10
7.	Objective for Goal	10
8.	Activities for Goal	10
9.	Evaluation of activities for Goal	10
10.	Completed & Correct Budget Justification (*)	20
11.	Environmental Strategy (Bonus Points)	3
12.	Total Points	105

* [Refer back to Budget Page](#)

Appendix IV: Goal, Objective, Activity and Evaluation Example Page

SHORT TERM GOALS, OBJECTIVES, AND RELATED ACTIVITIES		
Goal(s) What is the overall change your project is hoping to accomplish? 10 points	To reduce the impact of alcohol advertising/sales/promotion on youth.	
Objective(s) Must be specific, measurable, time-sensitive, contribute to achieving goal(s), and reflect all planned activities 10 points	By June 2012, 50% of alcohol retailers in X county will have best practice store policies on how alcohol products are displayed/marketed/promoted in their store.	
Activity(ies) What are the steps necessary to effectively achieve your objective? 10 points	Activity (please list each activity separately below)	Anticipated Date of Completion
	1A	Conduct an environmental scan of alcohol retailers to identify current marketing/promotion/display practices locally.
	1B	Develop informational materials on retailer best practices and why they are important to underage drinking prevention; contact store managers and distribute informational and incentive items.
	1C	Recognize stores that have adopted best practice store policies in newspaper advertisement and press event.
Evaluation Method How do you know your activities were completed and that your objective was met? (Examples include Pre/Post test, sign in sheets, minutes, articles, etc.) 10 points	1	Summary report of environmental scan results (pictures or description); list of stores visited and issues identified.
	2	Copies of informational materials developed; list of stores contacted and store managers meetings.
	3	Copies of best practice store policies established by store managers; copies of newspaper advertisement and press release.